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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS
November 6, 1986

The meeting was held at 2:00 p.m., November 6, 1986, in the Arcola-Tuscola Room of the MLK Union.

Members present: Dr. Baumgardner, Miss Camren, Mr. DeVriese, Dr. Downs, Dr. Felstehausen, Dr. Hockman, Dr. E. Keiter, Miss Lockman, Mr. Lynch, and Vice President Schick. Dr. McGown arrived 2:04.

Members absent: Dr. Ivarie, and Dr. Saltmarsh.

Staff present: Mrs. Schaeffer, Office of the Vice President for Academic Affairs.

Visitors: Miss Carol Roehm, Daily Eastern News; Dr. Crouse, Chair, and Dr. Hubbard, Home Economics; Dr. Richter, Dean, Applied Sciences; Dr. North, Chair, Secondary Education and Foundations; and Mr. Campbell, Director, Academic Assistance Center.

- I. Minutes of October 30, 1986.
Minutes were approved as published.

II. Communications:

A. Minutes

1. College of Applied Sciences Curriculum Committee - 10/17/86.
2. Council on Teacher Education - 10/28/86.

B. Memoranda

1. From Vice President Schick -- Executive Officer's Reports:
 - a. of 10/29/86 -- re: College of Applied Sciences, Department of Technology.
 - b. of 10/29/86 -- re: College of Arts & Sciences, Departments of Journalism, Speech Pathology and Audiology, and Zoology.These executive actions follow the minutes.

- III. Proposed Change in BS degree in Environmental Biology - (Agenda Item 86-118).
Mr. Lynch moved and Miss Lockman seconded the motion to approve the proposed changes. Voting will be later.

- IV. Proposed Name Change in Degree, Department of Health Studies - (Agenda Item 86-119).
Dr. McGown moved and Dr. Downs seconded the motion to approve the proposal. Voting will be later.

- V. New Course, HEC 3400, Methods of Teaching Home Economics (86-114).
Dr. Joyce Crouse, Chair, and Dr. Mary Lou Hubbard of the Department of Home Economics presented the course proposal and answered questions of the members of CAA. The proposed course was approved with voting as follows:

Yes -- Baumgardner, Camren, DeVriese, Downs, Hockman, Keiter, Lockman, Lynch, and McGown.
Abstention -- Felstehausen.

This action approves the following to become effective Spring 1988 and deletes HEC 2401:

HEC 3400, Methods of Teaching Home Economics. (4-0-4) S.

Prerequisites: Educational Psychology 3325 and Secondary Education 3300.

- VI. New Course, HEC 4274, Orientation to Internship (86-115).
Dr. Crouse and Dr. Hubbard presented the course proposal and answered questions of the member of CAA. The proposed course was approved with voting as follows:

Yes -- Baumgardner, Camren, DeVriese, Downs, Hockman, Keiter,
Lockman, Lynch, and McGown.
Abstention -- Felstehausen.

This action approves the following to become effective Fall 1987 and deletes HEC 2400:

HEC 4274, Orientation to Internship. (1-0-1) (Credit/No Credit) F, S.
Prerequisite for Home Economics 4275, Internship.

VII. New Course, IST 4741, Independent Study (86-117).

Dr. John North, Chair, Department of Secondary Education and Foundations, presented the proposal and answered questions of the members of CAA. The proposed course, as amended, passed unanimously.

This action approves the following to become effective Spring 1987:

IST 4741, Independent Study. (1 to 6) On demand.

Prerequisite: Permission of the Department Chairperson.

Note: May be repeated for a maximum of 6 semester hours.

VIII. Discussion of the Grade Appeals Policy (see attached). Voting will be at the scheduled meeting of November 20, 1986.

(Mr. DeVriese left at 3:00 and Dr. Felstehausen left at 3:10.)

EXECUTIVE OFFICER REPORT:

Dr. Schick clarified the intent of agenda item 86-111 regarding "conditional" admission of international students.

U.S. Immigration policies limit colleges and universities to issuing I-20 forms only to students who are fully admitted to the institution.

If a non-USA national is already in possession of a valid VISA or residency permit for which EIU is not responsible, the University could offer "conditional" admission to a student, and the student would actually enroll in the appropriate course(s) here.

On the other hand, if EIU is, essentially, responsible for the student's admission to the USA and must issue the I-20, then "full" admission without conditions is required. If the ELS Certificate of Proficiency is the only document missing, then the admitting office at EIU could inform the applicant that all materials are in order except for that item and indicate that admission is "conditional" upon the receipt of the Certificate. Until the Certificate is received, "full" admission could not be offered and no I-20 could be issued, and this fact would be communicated to the student concerned.

The meeting adjourned at 3:15 p.m.

Carol Bradford, Recording Secretary

EXECUTIVE OFFICER'S REPORTS

October 29, 1986

The following is hereby approved by executive action of Vice President Schick and Dean Barbara Richter of the College of Applied Sciences.

1. TED 1463 -- Energy Conversion -- Change the description to read: "The study of inter-converting energy sources using electrical and mechanical devices. The study includes theory of conversion, principles of operation and design of transportation systems."

2. TED 3203 -- Energy Systems -- Change the title to "Energy/Transportation Systems."
3. HEC 2401 -- Delete.
4. HEC 2400 -- Delete.

October 29, 1986

The following items were approved by executive action at the College of Arts and Sciences Curriculum Committee meeting of October 23, 1986, by Dr. Jon Laible, Dean of the College of Arts and Sciences, and by Vice President Schick:

1. JOU 3951 -- Change prerequisite to "English 1002."
2. JOU 4751 -- Change credit to "(3-0-3)."
3. JOU 4276 -- Change title to "Internship--Student News Media."
4. JOU 4276 -- Change course description to read "Actual newsroom training at student news media in preparation of local news and wirecopy, photographs and other syndicated materials for publication and broadcast. Prerequisite: Journalism 4101."
5. SPA 2210 -- Change course description to "Theoretical foundation for defining language, the major components of language and normal acquisition sequences from infant precursors through early childhood and adolescence. Patterns of normal acquisition as a guide for evaluation of developmental disorders is presented."
6. SPA 3250 -- Change course description to "Assessment and treatment philosophies for language disordered children and adolescents are reviewed. Strategies for specific linguistic impairment including delayed, disordered and different language and for populations with known etiologies as developmental delay, neurological impairment and learning disabilities are profiled."
7. SPA 4770 -- Change course description to "Research support for assessment/treatment strategies for language disordered children and adolescents is examined. Comparisons of research models and data to derive assessment/treatment models is emphasized."
8. ZOO 4750 -- Change the prerequisites to "16 semester hours of biological sciences."

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ANNOUNCEMENT OF MEETING

Arcola-Tuscola Room - MLK Union
Thursday, November 13, 1986 - 2:00 p.m.

Agenda:

- *86-64 Proposed New Academic Program, Interdisciplinary Minor in Latin American Studies
- *86-65 Proposed New Independent Study, Latin American Studies 4400
- *86-68 Proposal on Provisional Admissions
- *86-72 Discussion on Computerizing Transcripts and Recording of Grades
- *86-91 Proposed New Course, SOC 3500, Sociology of Sport, Recreation and Leisure
- *86-112 Grade Appeals Policy
- *86-116 Proposed Changes in policy and catalog description with respect to level of placement in Foreign Language Classes
- *86-118 Proposed Change in BS degree in Environmental Biology
- *86-119 Proposed Change in the degree offered by the Department of Health Studies

*Motion on floor.

GRADE APPEALS (DRAFT)

The Grade Appeals Policy is based on the premise that only the instructor who gave a grade can change that grade. The appeal of a grade must follow the procedure outlined below.

Bases for Grade Appeals

The bases for an appeal of a suspected error in grading are:

1. An obvious error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

This appeal procedure is not to be used for a review of the judgment of an instructor in assessing the quality of a student's work.

Procedure for Grade Appeals

1. All aspects of the grade appeals procedure will be conducted with confidentiality to protect both student and faculty member.
2. The student must initiate the appeal process by contacting and conferring with the faculty member who gave the contested grade within the first four weeks of the next semester or term in which the student is enrolled. If the student no longer is enrolled at the University, he/she has one calendar year in which to initiate appeal of the contested grade. If the faculty member is not available, the student shall contact and confer with the Department Chair.
3. If the student and the faculty member cannot arrive at a mutually agreeable solution or if the faculty member fails to respond to the student inquiry within two weeks, the student may confer with the Department Chair. In consultation with the faculty member, the Department Chair will attempt to arrive at a solution. If this informal consultation is not able to solve the dispute, then a more formal procedure can be undertaken by the student, as described in the next section.
4. If the above conference does not result in a solution that is agreeable to the student and faculty member or if six weeks have elapsed since the student initiated the appeal, the student may file a written appeal to the Department Grade Appeals Committee (DGAC) setting forth the basis for the appeal and supplying supporting evidence. Copies of the appeal shall be sent to the faculty member and the Executive Vice President of the Student

Body*. The written appeal must be filed no within ten weeks after the appeal was initiated. The appeal will be reviewed by the DGAC, with the Executive Vice President of the Student Body* serving in an advisory capacity. If previously outlined procedures have been followed, the DGAC, with the Executive Vice President of the Student Body* serving in an advisory capacity will (1) confer with the student and faculty member and (2) hold a fact-finding session. Both the student and faculty member shall be entitled to be present during such a session and present evidence themselves. This session shall not be open to the public; it shall be restricted to the student, faculty member, DGAC, and the Executive Vice President of the Student Body*.

As the result of this session it might be necessary to solicit additional information and hold another fact-finding session. The student, the faculty member, or the DGAC has the right to request additional information or to invite other persons to present evidence in their behalf. Such party must, however, inform the others, in writing, at least one week in advance of the second session, of participants other than themselves, and such participation must be restricted to a reasonable number of persons. This second fact-finding session shall not be open to the public.

After the fact-finding session(s), the student and faculty member, even if he or she is a member of the DGAC, shall be excluded from the deliberations. The DGAC, with the Executive Vice President of the Student Body* serving in an advisory capacity, will deliberate privately and render one of the following recommendations to the faculty member:

- (a) grade should not be changed, appeal not approved
- (b) grade should be changed

The Department Chair shall notify the student of the Committee's recommendation.

If Step 4 is reached, copies of minutes (or summaries of minutes that do not include portions deemed confidential by the Committee) of the DGAC meetings held to resolve the issue will be sent to the Department Chairperson and the appropriate Academic Dean.

5. In the event that the DGAC's recommendations are unsuccessful in resolving the problem, the materials, statements, and DGAC minutes shall be forwarded by the Department Chair to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall consult with the Chairperson, Dean, and anyone else deemed appropriate and make a final determination of appropriate action.

*If the Executive Vice President cannot be present, the President of the Student Body shall serve in this capacity.